

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8712

Fax: 540.347.5753

NOTICE OF CONTRACT AWARD

DATE: March 20, 2006

COMMODITY NAME: Fine Paper and Plain Envelopes

CONTRACT NUMBER: 64601-06VAPP

CONTRACT PERIOD: December 1, 2005 to October 31, 2006

RENEWAL OPTIONS: One (1) year renewal

CONTRACTOR: B.W. Wilson Paper Company, Inc.
PO Box 11248
Richmond, VA 23230
1-804-358-6715 Office
1-804-358-4742 Fax

MINIMUM ORDER: **\$600.00**

TERMS: 30 Days

DELIVERY: 15 Calendar days

FOR FURTHER INFORMATION CONTACT: Roxanne Ehardt, VCO, Buyer
Phone: 540.428.8712

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL
USING DEPARTMENTS: This contract is the result of a competitive bid
program and its use must follow the FCG&PS Procurement Policy/Procedures
for the purchase of the commodity listed herein. Please see the reverse side of
this notice for further instructions regarding this contract.

By: _____
Roxanne Ehardt, Buyer
FCG&PS Procurement

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing: See contract details below from Virginia State website.

<http://dps.dgs.virginia.gov/DPS/Download/64601-06VAPPc4.pdf>